

## ROUTING AND TRANSMITT SLIP

Date

17 March 1988

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1.

17 MAR 1988

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## REMARKS

Attached is memo with changes.  
Changes are highlighted. I used  
the date that Warner signed  
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I have sent copies to Ethel,

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
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Room No.—Bldg.

Phone No.

S. GPO: 1986-491-247/40012

OPTIONAL FORM 41 (Rev. 7-78)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

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SUPPLEMENTAL MEMORANDUM OF UNDERSTANDING  
Financial Aspects of Retirement Administration

I. Purpose

CIA

The purpose of this supplemental memorandum is to summarize the understandings between the Office of Personnel Management and the Central Intelligence Agency with respect to financial aspects of Agency administration of retirement matters under the provisions of the Federal Employees' Retirement Act of 1986. This Memorandum supplements the Basic Memorandum of Understanding, dated February 18, 1988, and is to be considered one of the supplemental memoranda cited in paragraph IV 3 thereof.

II. Specific Responsibilities/Procedures (Keyed to the Applicable Subparagraphs of 5 U.S.C 8347 and 8461)

a. 5 U.S.C 8347(n)(1)(B) and 8461(j)(1)(B)

CIA

The Agency will establish and maintain financial accountability over all retirement deductions, prior service deposits, and redeposits associated with the service of employees for which retirement benefits are to be determined by the Agency. This will include records and funds relating to service with other agencies, transferred by OPM to the Agency in anticipation of retirement from this Agency. The transfer of records and funds will be in a manner sufficient to protect the identities of Agency employees and in a format agreeable to OPM and CIA.

CIA

b. 5 U.S.C 8347(n)(1)(D) and 8461(j)(1)(D)

CIA

The Agency will compute and collect deposits or redeposits for eligible prior military and civilian service in accordance with OPM guidelines. Such deposits and redeposits will be remitted to OPM periodically in summary in a format agreeable to OPM.

c. 5 U.S.C. 8347(n)(1)(E) and 8461(j)(1)(E)

CIA

The Agency will adjudicate and make disbursements for all categories of entitlements for the functions assumed and considered appropriate by the Director of Central Intelligence. Disbursements will be financed with Agency funds with prompt reimbursements to be provided by the Office of Personnel Management (via the OPAC mechanism when it is established by the Agency) from the Civil Service Retirement and Disability Fund. All such disbursements will be subject to the same approval, certification, and control mechanisms as are used by this Agency for disbursement of the funds of any other Government agency for which this Agency becomes accountable. All claims for reimbursement will be documented in summary for each detail category for which OPM records disbursements from the Fund. The documentation for such claims will be in a format agreeable to OPM.

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d. 5 U.S.C 8347(n)(1)(F) and 8461(j)(1)(F)

(1) The Agency will use OPM (Employee Identification Number <sup>CIA</sup> ~~(EIN) 52-140717-7~~ <sup>provided</sup> ~~(obtained by OPM for exclusive use by this Agency)~~ <sup>CIA ?</sup> for reportable disbursements chargeable to the Fund) for reporting taxable payments and Federal and State Income Tax Withholdings to the Internal Revenue Service and State of residence for the annuitant for all entitlements paid by the Agency which are chargeable to the Fund. The Agency will be responsible for answering all correspondence on such reporting directly with the IRS or with the annuitants.

(2) The Agency will establish appropriate post office box addresses, which will be provided to Agency annuitants paid under the above EIN, for use in verifying annuity payments for credit or other purposes, as required. Should any inquiries be received directly by OPM for an individual who is identified as being administered by the Agency, OPM will forward the inquiry to the Agency for response.

(3) The Agency will waive recovery of payments it makes from the Fund, consistent with the guidelines established in 5 U.S.C. 8346(b) and 8470(b).

e. 5 U.S.C 8347(n)(2)(B) and 8461(m)(2)

The Agency will make its records of disbursements chargeable to the Fund available for audit and inspection by OPM representatives who hold Agency Top Secret security clearances, under arrangements consistent with Agency security and cover constraints.

Personnel who have appropriate program responsibilities AND security clearances.

methods, activities, AND sensitive intelligence data

Approved for the Office of Personnel Management this \_\_\_\_ day of \_\_\_\_ 1988.

\_\_\_\_\_, Office of Personnel Management

Approved for the Central Intelligence Agency this \_\_\_\_ day of \_\_\_\_ 1988.

\_\_\_\_\_  
Director of Personnel, Central Intelligence Agency